

OTE 86-6828

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MEMORANDUM FOR: Director of Personnel

VIA: Security Officer, OTE
Deputy Director for Administration
Employee Services Division, OP

FROM: [REDACTED]
Director of Training and Education

SUBJECT: Memorandum of Oral Agreement -- [REDACTED]

1. The following individual has been retained under contract to provide instructional service in conjunction with the China Familiarization Course. The effective dates of this contract are 31 March to 4 April 1986, unless sooner terminated by actual notice to subject.

2. This individual is to be paid under [REDACTED] on a fee-per-task basis in the amounts cited above on certification that the tasks have been successfully completed. Income tax is not to be withheld, but Form 1099 is to be issued in conformance with Federal income reporting requirements.

STAT

SUBJECT: Memorandum of Oral Agreement

3. No commitments other than those stated above have been made to this individual.

STAT

CONCUR:

 M. Donald

Deputy Director for Administration

Date

APPROVED:

Director of Personnel

Date

STAT

TIB/ITD/OTE (10 March 1986)

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